

# AIR NATIONAL GUARD (ANG) ARMS INDIVIDUAL FLIGHT PAY ENTITLEMENT WORKSHEET

For use of this IMT, see instructions on reverse; the OPR is ANG/XOOS

Last Name - First Name - Middle Initial							Grade	Unit	ASC	ASC Effective Date			Entitlement <input type="checkbox"/> ACIP   - <input type="checkbox"/> CEFIP   - <input type="checkbox"/> HDIP		
Month	Days	Hours Required	Hours Flown	Monthly Excess Hours	Borrowed Hours	Borrowed Month	Excess Hours Bank (Includes unused)						Pay Y/N	Remarks	
							A	B	C	D	E	F			
	AD														
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**INSTRUCTIONS:**

1. Verify individual is on valid aeronautical orders requiring frequent and regular flying duty in a conditional flying status.
2. Enter Name, Grade, Unit, Aviation Service Code (ASC), and ASC effective date in the appropriate fields. Select if member is qualified to receive Aviation Career Incentive Pay (ACIP), Career Enlisted Flying Incentive Pay (CEFIP), or Hazardous Duty Incentive Pay (HDIP).
3. Enter total number of active duty (AD) days and in-active duty (IAD) days accomplished during the month.
4. Enter total hours required for the month to qualify for AD and IAD conditional incentive pay. Each month is based on 30 days. Total hour requirements are determined by the number of active duty days during the month. For example: If four days of active duty days are performed, the requirement would be 0.6 for AD (based on 4/30 of 4.0) and 1.8 for IAD (based on 26/30 of 2.0) for a total of 2.4 hours. Refer to DoDFMR Vol 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay, Chapter 22, Table 22-2, for Time of Aerial Flight Required for Fractional Part of the Month.
5. Enter the total number of AD and IAD hours flown for the month. NOTE: Only flying time logged as primary, secondary, instructor, or evaluator is creditable for entitlement to incentive pay. Member must be attaining or maintaining qualification in the aircraft. Flying times as "O" or "X" aircrew certification, indoctrination, or non-interference flying status does not count.
6. Enter the excess AD and IAD hours banked time in the Excess/Insufficient Hours Banked column. Any flight time above a particular month's minimum AD and IAD requirement qualifies a member for excess hours (includes unused). The numbered rows of the Excess/Insufficient Hours indicate the five months that excess and/or insufficient hours may be applied; hours cannot be carried beyond the column identified as the fifth month. If excess hours are used, remember to carry the remaining hours in the next column. If banked time is used to meet another month's flight requirements, remember to subtract the hour(s) from this row.
7. After hours are applied annotate pay entitlement in the appropriate Pay Results (Y/N) Column to indicate if they did or did not qualify for the month. Enter any remarks, which may deal with a particular month's flight requirement. Annotate if the month's accomplishment resulted in the start or stop of a grace period.

NOTE: See AFI 11-421/ANGSUP1 for additional guidance and information.

**HOURS APPLICATION RULES**

Rule 1: Meet flight requirements for current month.

Rule 2: Apply Excess time (if within a grace period) to meet prior months as applicable.

Rule 3: Apply banked time (including insufficient hours) to 1st, 2nd, 3rd, 4th, and 5th succeeding months.

**IN-ACTIVE DUTY (IAD) HOURS APPLICATION RULES** IAD flying hours can be used to satisfy both IAD and AD for the current month. However, IAD requirements must be satisfied first. If there is not enough time flown to satisfy both, the current month's IAD and AD requirements, the AD requirement is satisfied first, IAD requirement can be satisfied by IAD banked time.

**ACTIVE DUTY (AD) HOURS APPLICATION RULES**

AD requirements must be satisfied in the month that the duty is performed.

AD hours can be used to satisfy active and inactive requirements only in the month flown.

**PERIOD(S) OF NO FLIGHT ACTIVITY** Remember in order for excess time to be applied to meet a specific month's flight requirements, the member must fly at least .1 of flight time during the month or meet the entire grace period requirements.

**GRACE PERIOD** Grace Periods start the first month the member fails to meet requirements, provided the member met the flight requirements for the preceding month and there are no hours in bank. Exception: Individuals initially placed on aeronautical orders are considered to have met requirements and may start a grace period the first month they fail to meet requirements. A grace period can be a two or three consecutive month period in which the member must meet the flight requirements of the entire period to qualify for pay for the entire period. For Example: If the member does not meet requirements in the first month, but flies enough hours in the second month to cover the first and second's flight requirements the grace period ends. If the member did not fly enough in the second month in the grace period, the grace period would continue and the member would then have to fly enough hours in the third month to qualify for the entire period. If the member failed a grace period a new grace cannot begin until flight requirements have been met for one month after the failed grace period.

**BANKED TIME** is a combination of excess and insufficient time. Insufficient (unused) time is flying time that is insufficient to meet the flight requirements for the month flown. Although considered as excess time insufficient time can be applied forwarded, not backwards.

**ACTIVE DUTY (AD) BANKING RULES**

If the member is on continuous orders for more than 30 days or if the AD period extends unbroken over parts of two months banked AD hours may be applied.

**EXCESS HOURS APPLICATION RULES**

Excess hours may be applied back two months when in a grace period (see grace period rules) or to the next five succeeding months if flight requirements for the specific month are not met, providing the member is not outside the three month window. Once three month grace periods ends, hours cannot be applied backwards (unless on a six month waiver).

**INSUFFICIENT AD AND IAD HOURS APPLICATION RULES**

When the AD hours flown are insufficient for the AD requirement of the month and the hours flown during the IAD period are also insufficient for the IAD flight requirement of the month, the hours will be applied in the following sequence:

1st, IAD hours flown will be applied to the AD requirement.

2nd, if the combined AD and IAD hours flown are not sufficient for the AD requirement, then any banked AD hours shall also be applied to the AD requirement (if appropriate).

3rd, if the AD requirement is still not satisfied, the AD hours flown will instead be applied to the IAD requirement.

4th, if the combined AD and IAD hours flown are not sufficient for the IAD requirement, then any banked IAD hours shall also be applied to the IAD requirement.

5th, if the IAD requirement is still not satisfied, all hours revert to their respective categories use in meeting requirements for other months, as allowable. When AD of less the one month covers part of two consecutive calendar months, flight performed on IAD training may be combined to satisfy requirements for both months have been met.